

**CITY OF AUBURN
TELECOMMUNICATIONS COMMISSION**

**Thursday, February 19, 2004
4:00 p.m. to 5:30 p.m.**

Auburn City Hall
Room 10, 2nd floor
1225 Lincoln Way, Auburn, CA 95603

AGENDA

1. ROLL CALL AND DETERMINATION OF A QUORUM

At least three Commissioners are required to be present in order for action items to be decided.

2. AGENDA APPROVAL

This is the time for the public and/or Commission members to ask for removing, postponing, or changing the listed sequence of an agenda item.

3. PUBLIC COMMENT

This is the time for the public and any Commission member to bring to the attention of the Commission anything related to the Commission's responsibilities which is not on the agenda. The Commission cannot take action on items presented during public comment.

4. APPROVAL OF MINUTES

Review and approve of minutes for the regular meeting of **January 8, 2004**.

5. BUSINESS

A. Charter Communications discussion

1. Discuss the "Franchise Fee Pass Through" letter [received 12/08/03] and explore options
2. Discuss subscriber erosion on the Auburn system
 - a. What are the immediate steps Charter is taking to stop subscriber erosion?
 - b. What is Charter's long-term strategy to reverse erosion?
 - c. When will Charter begin promoting the fiber upgrade?
3. Discuss Charter's plan for moving forward on its 2002 commitment regarding the holding of an Auburn Cable Forum for the city.
4. Discuss Charter's remaining system upgrade schedule
 - a. Projected completion dates for;
 - i. Head end upgrade
 - ii. Remaining PEG drops
 - iii. High-speed data services [IP] availability to the community as well as the PEG studio.
5. Do a walk through of the system design and answer questions.
6. Discuss/Review current communication mechanisms between Charter and the City
 - a. Make sure current format facilitates appropriate information, schedule, and frequency as the upgrade moves past the design phase.
 - i. Weekly Updates
 - ii. Quarterly Reports

B. ACTV

1. Current status and up-coming events

6. CORRESPONDENCE

Review of correspondence received after agenda was mailed to Commissioners.

7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS

8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING

9. ADJOURNMENT